

**Local Government Pension Scheme  
Certificate of Pension Contributions**
**Form - LGPS31**

This form is for employers participating in the East Sussex Pension Fund. It should be used to confirm that contributions have been deducted and payments made to the scheme in accordance with the scheme's requirements

**LGPS31 forms must be received by the fund no later than the 18th of the month. The accompanying payment must be received by the fund no later than the 19th of the month.**

Employer	
Month	
Cost Code	
Financial Year	

**Contributions and other payments**

Description of employer contribution types and payments	Enter information here
<b>Section A</b> - Employees' basic contributions – Main section – <b>71010</b>	£
<b>Section B</b> - Employees' basic contributions - 50/50 section – <b>71011</b>	£
<b>Section C1</b> - Employees' additional pension contributions pre-April 2014 Contracts - <b>71012</b>	£
<b>Section C2</b> - Employees' additional pension contributions post-March 2014 contracts - <b>71013</b>	£
<b>Section D</b> - - Employer's primary rate contributions in respect of Pensionable pay referred to in (i) and (j). <b>71000</b> . Rate = **.***%	£
<b>Section E</b> - Employer's secondary rate contribution in respect of past service deficit (see note 5 below) – <b>71004</b> . Rate = **.***% / Monetary amount =£****.	£
<b>Section F</b> - Employer's additional pension contributions - <b>71003</b>	£
<b>Section G</b> - Re-imbusement of unfunded compensation and/or other discretionary payments (if applicable) - <b>71025</b>	£
<b>Section H</b> - Adjustments to previous payments (please specify & split/code as above). Please provide comments in relation to the adjustments made below. Continue on a separate sheet if necessary.	£
<b>Comments...</b>	
<b>Total Payment Over</b>	£

## Pensionable pay

Pensionable pay – Main Section	£
Pensionable pay – 50/50 section	£

## Assurance method

Before signing this form you should ensure that appropriate arrangements are in place to provide assurance that employees' and employers' contributions have been deducted at the correct rates for the salaries of all employees in the scheme and that both employees' and employer's contributions for all employees in the scheme have been correctly paid to the scheme. Please provide below, details of the method you have used to gain this assurance (tick as appropriate)

Review by Internal Audit	<input type="checkbox"/>
Review by Management	<input type="checkbox"/>

Other (please specify)	<input type="checkbox"/>
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Please retain assurance arrangements evidence as East Sussex Pension Fund may ask for this on a sample basis.

## Certification - To be completed by the employer's Section 151 Officer, or equivalent (e.g. Senior Finance Manager)

I certify that the deductions that have been made from employees' salaries and that the employees' and employer's pension contributions paid to the East Sussex Pension Fund, are in all material respects accurate and in accordance with the rates and terms of the East Sussex Pension Fund as notified.

Certified Correct	
Date	
Print Name	
Position	

Once complete please email to [ESCC.PensionsLGPS31@eastsussex.gov.uk](mailto:ESCC.PensionsLGPS31@eastsussex.gov.uk)

## For ESCC Accounts receivable use only

Oracle cost centre	
Date coded to Oracle	
Document ref	
Initials	

## Guidance notes

- 1 This statement is to be completed and emailed to [escp.pensionsLGPS31@eastsussex.gov.uk](mailto:escp.pensionsLGPS31@eastsussex.gov.uk) to arrive at least 24 hours before our account is credited.
- 2 LGPS31 forms must be received by the fund no later than the 18th of the month. The accompanying payment must be received by the fund no later than the 19th of the month.
- 3 Payment by BACS transfer should be made to the following bank account:  
  
East Sussex Pension Fund, National Westminster Bank, Lewes.  
Sort code: 60-13-09 Account no: 41610504
- 4 Cheques should be made payable to East Sussex Pension Fund and sent to ESCC Accounts Receivable, Business Operations South, County Hall, St Anne's Crescent, Lewes, BN1 7UE.
- 5 The amount paid by the employer at (e) the secondary contribution rate: Where this is an annual monetary amount (rather than a %,) this is usually paid in 12 equal instalments, but can be paid by single lump sum in April. **Primary and Secondary rates to be shown separately in all cases.**  
  
In the instance that a secondary contribution rate is negative, please deduct this from your primary contribution rate and list the value in section D only.
- 6 The Local Government Pension Scheme Regulations provide that interest may be charged at 1% above base rate on any sum remaining unpaid for more than one month beyond the date on which it became due.